

**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**ACTION AGENDA****SERVICES CONTRACT**

**ITEM:** 5-S **Agency Contact:** Joel Leberknight (410) 260-7116  
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**DEPARTMENT:** Budget & Management (DBM)

**PROGRAM:** Office of the Secretary  
Division of Policy Analysis (DPA)

DBM's DPA provides procurement oversight and assists State agencies in the provision of cost-effective services such as management consulting services for Maryland State Agencies.

**CONTRACT NO. & TITLE:** 050R48000277;  
Management Consulting Services for  
Maryland State Agencies

**ADPICS DOCUMENT ID NUMBERS:** See Attachment

**DESCRIPTION:** Multiple award contract to provide  
various management consulting services for any State agency. Master Contractors will  
compete for any resulting work on a task order basis.

**TERM:** 7/8/2004 - 6/30/2009

**PROCUREMENT METHOD:** Competitive Sealed Proposals

**BIDS OR PROPOSALS:** See Attachment

**AWARDS:** See Attachment

**INCUMBENTS:** None

**FUND SOURCE:** Various

**APPROP. CODE:** Various

**AMOUNT:** \$7,000,000 Est. Total (4.9 Years)

**PERFORMANCE BOND:** None

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**REVISED**

**ITEM:** 5-S (Cont)

**REQUESTING AGENCY REMARKS:** A notice of the availability of the Request for Proposals (RFP) was advertised in the *Maryland Contract Weekly* and posted on the *eMarylandMarketplace.com* and DBM websites. There is an overall 30% MBE goal established for the Master Contracts which will be met by the various selected offerors.

The purpose of this contract is to retain highly qualified firms to perform various management consulting services for Maryland State agencies. Consulting engagements may focus on any aspect of the mission, goals, objectives, operations or management of a State agency, multiple agencies, or component programs of an agency. In addition, implementation assistance to provide direction, support and assistance in the implementation of management improvement ideas and changes that agencies accept may also be a part of consulting engagements.

Generally, consulting engagements may be performed in one or more of six broad areas, as follows:

1. Agency Governance;
2. Organizational Structure and Alignment;
3. Economy and Efficiency;
4. Program Performance;
5. Strategic and Action Planning; and
6. Business Process Reengineering.

The RFP specified that all technically qualified offerors would receive Master Contract awards in order to maximize on-going competition for future task orders. A total of 25 offers were received and 22 of the 25 offerors were deemed responsible and their offers were determined to be reasonably susceptible of being selected for award. These 22 offerors were deemed "qualified".

However as indicated in the Attachment, as of the submission date of this Agenda Item, only 16 of these 22 offerors have returned signed copies of the contract, and are thus recommended for award in this Agenda Item. The Department may submit future Agenda Items adding the other qualified vendors to this contract who submit signed contracts.

The *Award Amount* above is estimated for a total 4.9 year period. Since this is an indefinite quantity, fixed unit price contract, contractors will be paid based on the actual number and types of services provided and at the unit prices that are fixed in the Master Contract for each vendor.

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**ITEM:** 5-S (Cont)

The Office of the State Comptroller has verified, under the Control Numbers in the Attachment, that the recommended contractors have no known deficiencies in the payment of their Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractors are appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractors **are or are not** resident businesses under the guidelines of BPW Advisory P-003-95 Revised as indicated in the Attachment.

**DBM REMARKS:** Furnishing of long-term services are required to meet State needs; estimated requirements cover the period of the contract and are reasonably firm and continuing; and a multi-year contract will serve the best interests of the State by promoting economies in State procurement.

Approval recommended.

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Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**DEPARTMENT OF BUDGET AND MANAGEMENT**  
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**REVISED**

**ITEM:** 5-S (Cont)  
**BIDS OR PROPOSALS (Cont):**

**ATTACHMENT**

BPW 7/7/2004

<u>Offeror</u>	<u>Tech.</u> <u>Rank</u>	<u>Financial</u> <u>Rank</u>	<u>Evaluated</u> <u>Price*</u>
Accenture, LLP Annapolis, MD ADPICS # 050B5800002 Comptroller # 04-1233-1111	Qualified **	16	\$180.34
<b>Bert Smith &amp; Company ***</b> Washington, DC (Local office in Baltimore, MD) ADPICS # 050B5800005 Comptroller # 04-1236-0111	Qualified	10	\$147.65
<b>Bridge Technology Corp.</b> Greenbelt, MD ADPICS # 050B5800006 Comptroller # 04-1237-0001	Qualified	3	\$ 85.87
<b>Enterprise Solutions Group, Inc.</b> Hunt Valley, MD ADPICS # 050B5800009 Comptroller # 04-1239-0111	Qualified	5	\$117.68
<b>Federal Management Systems, Inc. ***</b> Washington, DC ADPICS # 050B5800010 Comptroller # 04-1249-0111	Qualified	1	\$ 47.07
<b>First Consulting Group, Inc. ***</b> Falls Church, VA ADPICS # 050B5800011 Comptroller # 04-1308-0000	Qualified	8	\$128.42

- \* Note: The evaluated price is a composite figure that represents a percent of each of 17 hourly labor rates. When they were combined this established the financial ranking of the 22 qualified offerors, not all of whom are presented in this Agenda Item.
- \*\* Note: A "qualified offeror" is one which is responsible and whose proposal is reasonably susceptible of being selected for award.
- \*\*\* Note: Contractor is not a resident business under the guidelines of BPW Advisory P-003-95 Revised.

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**REVISED**

<b><u>ITEM:</u></b>	<b><u>ATTACHMENT</u></b>		<b><u>BPW 7/7/2004</u></b>
	<b><u>Offeror</u></b>	<b><u>Tech. Rank</u></b>	<b><u>Financial Rank</u></b>
<b><u>Infopro, Inc. ***</u></b>	Qualified **	2	\$76.13
McLean, VA			
(Local Office in Silver Spring, MD)			
ADPICS # 050B5800013			
Comptroller # 04-1240-0111			
(MDOT Certified MBE)			
<b><u>IVY Planning Group, LLC</u></b>	Qualified	4	\$114.72
Rockville, MD			
ADPICS # 050B5800014			
Comptroller # 04-1250-0111			
<b><u>MAXIMUS, Inc.</u></b>	Qualified	18	\$181.25
Columbia, MD			
ADPICS # 050B5800016			
Comptroller # 04-1241-1111			
<b><u>MGT of America ***</u></b>	Qualified	7	\$125.25
Tallahassee, FL			
ADPICS # 050B5800017			
Comptroller # 04-1243-0011			
<b><u>MTG Management Consultants, LLC ***</u></b>	Qualified	13	\$170.20
Seattle, WA			
ADPICS # 050B5800018			
Comptroller # 04-1288-0000			
<b><u>Myers Consulting Group</u></b>	Qualified	6	\$121.18
Washington, DC			
(Local office in Glenn Dale, MD)			
ADPICS # 050B5800019			
Comptroller # 04-1287-0111			

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<b>Robbins-Gioia, LLC</b> *** Alexandria, VA ADPICS # 050B5800022 Comptroller # 04-1244-0011	Qualified **	9	\$138.67
<b>Silver Oak Partners, Inc.</b> *** d/b/a Silver Oak Solutions New York, NY ADPICS # 050B5800023 Comptroller # 04-1245-0000	Qualified	21	\$248.93
<b>Smart &amp; Associates, LLP</b> Towson, MD ADPICS # 050B5800024 Comptroller # 04-1246-0111	Qualified	17	\$180.60
<b>Thompson, Cobb, Bazilio &amp; Associates, P.C</b> Bowie, MD ADPICS # 050B5800025 Comptroller # 04-1297-0010	Qualified	15	\$177.21

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